

Grants Gateway Technical Help

Email: grantsgateway@its.ny.gov

Phone: (518) 474-5595

Website: GrantsManagement.ny.gov



Grants Gateway: Registration

- All entities that wish to apply for grants in NY State must be registered in the Grants Gateway.
- This process includes filling out and emailing a signed and notarized registration form, an Organizational Chart, and in many cases a Substitute W9 form.
- Information about registration can be found on the [Grants Management](#) website or in the [Grant Opportunity Portal](#).



Grants Gateway User Roles

Grantee Delegated Administrator	<ul style="list-style-type: none">• Initial account created upon registration• Manages user accounts (add, edit, remove)
Grantee	<ul style="list-style-type: none">• Start, Save, and Edit an application
Grantee Contract Signatory	<ul style="list-style-type: none">• All Grantee abilities• Can also submit (sign) the application
Grantee System Administrator	<ul style="list-style-type: none">• All Grantee abilities• All Grantee Contract Signatory abilities• All Grantee Contract Signatory abilities

*** In order to submit an application, you MUST have someone in the role of Grantee Contract Signatory or Grantee System Administrator**



User Roles: Continued

- The “**Grantee Delegated Administrator**” can add new accounts and work on the Document Vault but can’t work on grant applications.
- Your organization must have a user in a role that can sign (submit) an application. The roles that can sign or submit an application are “**Grantee Contract Signatory**” and “**Grantee System Administrator**”.
- A user in the role of “**Grantee**” can also start and edit the application but can’t submit the application.
- It is acceptable for one person to have multiple roles and thus multiple accounts; you can use the same email address and same password, but the user needs a new account for each role.
- DO NOT change your or another user’s role. While the system will allow the Delegated Administrator to change a user’s role, that will result in the account being unusable. If an existing user needs a different role, a new account will need to be created for them.



Grants Gateway: Next Steps

- Make sure your organization is registered in the Gateway
- Ensure you have people in your organization set up with the correct roles in the Grants Gateway
- Contact the Grants Gateway Help Desk if you are unsure if your organization is registered, or if you have an account (email is best; include the full name of your organization)

Application Workflow

1. Download the required documents from the TAP-CMAQ-CRP website <https://www.dot.ny.gov/TAP-CMAQ>
2. Start your Grants Gateway application
3. Refer to the Application Instructions for specific questions
4. Answer those questions in a word processing software such as Word. This will help you organize your answers and will be easier to manage.
5. Fill out required forms (found in the Grants Gateway and the TAP-CMAQ-CRP website)
6. Upload completed forms to the Grants Gateway application
7. Complete all pages/forms in the online application
8. Submit the application via the Grants Gateway prior to Final Application submission date



Grants Gateway

Program Specific Questions

[Back](#)
[Menu](#)
[Forms Menu](#)
[Status Changes](#)
[Management Tools](#)
[Progress Reports and Related Documents](#)

[Document Information](#): DOT01-TPCM23-2023-00001
[Details](#)

PROGRAM SPECIFIC QUESTIONS

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.

Project Title *

Refer to the Application Instructions while completing the application questions.

1 ENTER THE PRIMARY CONTACT INFORMATION FOR THE PROJECT

1A Enter salutation. *

Mr.

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1B Enter first name. *

29 Project Status: Enter the corresponding number / letter combo from the options 29A - 29F that best describes the project status. (e.g. If the project is in the planning stage, enter 29B). *

29B

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29A Not Started

29B Planning Stage

29C Preliminary Engineering

29D Final Design

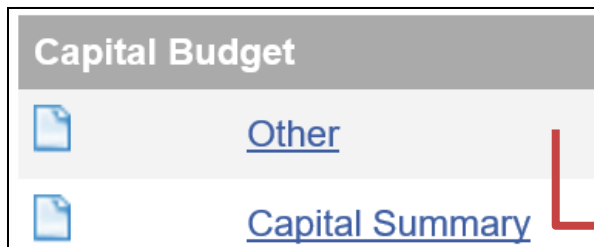
29E Construction

29F Other



Grants Gateway Budget Details

- Your detailed budget will be uploaded in the Pre-Submission Uploads section
- Your budget summary will be entered into the Capital Budget section of the Forms Menu



Detailed Project Budget Estimate *

Detailed project estimate can be in any format you choose. Resources can be found on the [TAP-CMAQ-CRP website](#).

Browse...

Budget Summary Worksheet

Download the attached template, complete the requested information, save to your computer and upload the completed document here.

Browse...

Document Template: [Click here](#)



Project Budget

Project Components	Total
ROW (Inc & Acq)	\$0
Preliminary Design	\$0
Final Design	\$0
Construction	\$0
12% Contingency ¹	\$0
Construction Inspection	\$0
Project Manager	\$0
Other Costs	\$0
Total Project Cost²	\$0

Notes:

1) the 12% contingency represents Mobilization and Field Change Payment (as a percent of construction ONLY)

2) This cost should be entered in your application, Budget/Capital Summary

	Low Range (% of Total Cost)	High Range (% of Total Cost)	Calculated Low Value	User Input Value	Calculated High Value
Construction Inspection	12%	15%	\$0	\$0	\$0
Right-of-Way ³	0%	15%	\$0	\$0	\$0
Design (Preliminary & Final)	20%	25%	\$0	\$0	\$0

3) Maximum ROW costs is 15 percent of the Total Project Cost and must meet all requirements under the Uniform Act.

1. Total Project Cost:

2. Amount of Funds Requested:
Min \$500,000 - Max. \$5 Million **INVALID REQUEST!**

3. Total Remainder to be Funded:

4. Amount of Local Match: Min 20%

5. Local Match Provider Name:

6. Amount of Additional Funds Required:

7. Name the source(s) and amount of "Additional" Funds:

	\$0

Total Additional Funds: \$0

Information only to areas highlighted with red boxes.

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an other item has been saved successfully, select the **Add** button above to add additional other items.
4. Click Forms Menu to return to the navigation links.

Type in this box "Total Project Cost"

For allowable and unallowable costs see Attachment A. Note that both the total cost and the grant budgeted cost for this application/contract are required. The Total Cost may be more than the Grant Budgeted Cost in situations where the grant is supplemented by the use of Match or Other 3rd Party funds.

Details

Type/Description

Item # (if applicable)

Quantity (if applicable)

Financial

Unit Price (if applicable)

Total Cost

Line Total	\$0.00
Category Cost	\$0.00

Click here to see a summary of the detail entered for this category.

[CATEGORY TOTAL SUMMARY](#)

Enter the total cost of the project including local match, the amount of funds requested through this application and all other funds contributing to this project in this box.



Project Budget

Project Components	Total
ROW (Inc & Acq)	\$0
Preliminary Design	\$0
Final Design	\$0
Construction	\$0
12% Contingency ¹	\$0
Construction Inspection	\$0
Project Manager	\$0
Other Costs	\$0
Total Project Cost²	\$0

Notes:

1) the 12% contingency represents Mobilization and Field Change Payment (as a percent of construction ONLY)

2) This cost should be entered in your application, Budget/Capital Summary

- Total Project Cost:
- Amount of Funds Requested: **INVALID REQUEST!**
- Total Remainder to be Funded:
- Amount of Local Match: Min 20%
- Local Match Provider Name:
- Amount of Additional Funds Required:
- Name the source(s) and amount of "Additional" Funds:

	\$0

Total Additional Funds: \$0

	Low Range (% of Total Cost)	High Range (% of Total Cost)	Calculated Low Value	User Input Value	Calculated High Value
Construction Inspection	42%	45%	\$0	\$0	\$0

Disregard the "Match % Calculated" column as this does not correlate to the TAP-CMAQ program local match calculation.

Category of Expense	Grant Funds *	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Scoping and Pre Development	\$0	\$0	0%	0%	\$0	\$0
2. Design	\$0	\$0	0%	0%	\$0	\$0
3. Acquisition	\$0	\$0	0%	0%	\$0	\$0
4. Construction	\$0	\$0	0%	0%	\$0	\$0
5. Administration	\$0	\$0	0%	0%	\$0	\$0
6. Work Capital/Reserves	\$0	\$0	0%	0%	\$0	\$0
7. Other	\$5,000,000.00	\$1,250,000.00	25%	0%	\$2,080,000.00	\$8,330,000.00
Total	\$5,000,000.00	\$1,250,000.00	25%	0%	\$2,080,000.00	\$8,330,000.00
Period Total	\$0.00					



Grants Gateway

Pre-Submission Uploads

Grants Gateway

PRE-SUBMISSION UPLOADS

Instructions:

1. Select the **Browse** button to locate an upload.
2. Select the **Save** button above to load it into the system.
3. If the Grant Opportunity you are applying for requires that a specific document be uploaded, a link to the Document Template upload row. Click the link to download and save the Document Template to your computer. Once you have filled out the Document Template, click the associated **Upload** row to upload the document as part of your application.

Attached files should be in common business formats, such as PDF, doc, xls, etc. File size for attachments is limited to 10MB. If a template provided for you, please download the template, complete it, save it to your computer and upload the completed file. Some files provided may be for informational purposes only. Review the description of each to determine if it applies to you and if it may be uploaded per line. If you have multiple documents that apply to one upload category, combine into one document together. Note: when saving files, use naming convention of applicant name and brief description of the document. (e.g. Best)

NYSDOT Pre-Review Comment Form

If you submitted your application for a pre-review by NYSDOT, upload the comments that you received from that review here.

Document Template: [Click here](#)

Detailed Project Budget Estimate *

Detailed project estimate can be in any format you choose. Resources can be found on the [TAP-CMAQ-CRP website](#).

Budget Summary Worksheet

Download the attached template, complete the requested information, save to your computer and upload the completed document.

Document Template: [Click here](#)



Detailed Project Schedule *








Upload your detailed project schedule.

Documentation of Community Support *

Upload the project community support documentation here.

NYSDOT TAP-CMAQ-CRP Website

Sample Grants Gateway Application Forms	File Date	File Type
Application Sample: TAP/CMAQ Program Specific Questions	7/1/2021	Link 
Application Sample: Pre-Submission Uploads Page	7/1/2021	Link 

Individual Forms (Appendix F)	Last Updated	File Type
2021 TAP/CMAQ Application Checklist	7/1/2021	Link 
Application Pre-Review Request Form	7/1/2021	Link 
Budget Summary Worksheet	7/1/2021	Link 
Right-of-Way (ROW) Worksheet	7/1/2021	Link 
CMAQ Technical Benefits Worksheet	7/1/2021	Link 
Sample PE letter	7/1/2021	Link 
Application Pre-Review Comment Form	7/1/2021	Link 



Application Submission

Possible Statuses

APPLICATION SUBMITTED

APPLY STATUS

APPLICATION CANCELLED

APPLY STATUS

- Ensure you are logged in with the right role!
- Be sure to give yourself enough time to submit your application!

Agreement

Please make a selection below to continue.

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

I AGREE

I DO NOT AGREE

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New York State
Grants Gateway